



## **City of Belleville**

Department: Recreation, Culture & Community Services

Subject: Subsidy/Fee Assistance Policy

Date: April 4, 2011

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### **1. Policy**

The City of Belleville will provide a financial assistance program to residents in order for them to have equal opportunity to participate in City of Belleville operated recreation programs.

### **2. Scope**

This policy applies to all Belleville residents who need assistance paying for any City of Belleville recreation programs due to financial hardship.

### **3. Purpose**

There are many benefits of recreation to low-income individuals and families, as well as to the community. Recreation has physical health benefits, psycho-social benefits, it can help to break the cycle of poverty, and it is a wise financial investment due to the fact that it results in savings in health, social service and justice costs.

The City of Belleville and its Recreation, Culture & Community Services Department is committed to providing affordable access for all citizens of Belleville, regardless of age or income, to participate in municipally run recreation programs.

### **4. Responsibility**

It is the responsibility of the City of Belleville Recreation staff to oversee this process. All requests and completed forms should be directed to the Recreation, Culture & Community Services Department. This policy will be reviewed on a regular basis to ensure the needs of the community are addressed effectively as the City's population and composition continues to change.

## **5. Procedures**

- A) Residents who are unable to afford the registration fees to a municipal program will complete a subsidy application form (available on-line, at City Hall or at the Belleville Recreation, Culture & Community Services Office.
- B) All requests will be dealt with in a confidential manner, on a case by case basis, with the Recreation Program Supervisor, or designate, having the authority to offer a larger subsidy if needed, to ensure all residents are able to participate in municipally run programs.
- C) Assistance may be provided to all residents by offering payment option plans, including post-dated cheques, ensuring that the final cheque is dated no later than 10 days before the program starts.
- D) Using the Low Income Cut-Off (LICO) after-tax levels set by Statistics Canada, the City of Belleville will determine each family member's eligibility for programs accessed through the Subsidy/Fee Assistance Policy according to the chart below:

<b>Recreation Subsidy Chart</b>			
<b>Recreation Subsidy Amount (per person/per calendar year)</b>	<b>75%</b>	<b>50%</b>	<b>25%</b>
<b>Family Size</b>	<b>Maximum Net Family Income</b>		
	<b>LICO</b>		
<b>1</b>	\$15,384	\$18,460	\$22,152
<b>2</b>	\$18,725	\$22,470	\$26,964
<b>3</b>	\$23,316	\$27,979	\$33,575
<b>4</b>	\$29,089	\$34,901	\$41,882
<b>5</b>	\$33,124	\$39,749	\$46,699
<b>6</b>	\$36,736	\$44,083	\$52,900
<b>7+</b>	\$40,346	\$48,415	\$58,098

- E) Should there be a request for assistance from a resident that exceeds the income levels on the Recreation Subsidy Chart, an assessment will be completed to determine other options for payment and/or support to the applicant, at the discretion of the Recreation Program Supervisor or designate.
- F) An application must be received and a meeting held between the applicant and the Recreation Program Supervisor at least 10 days before the start of the program/workshop being applied for by the individual.
- G) The applicant (or parent/guardian if under 18) must provide a Personal Income Tax Notice of Assessment and GST/ Child Assessment Forms from Revenue Canada for **every** member of the household over the age of 18 and one piece of picture ID that shows current address or a picture ID and a utility bill/rental agreement showing current address.
- H) The applicant(s) will be notified within 3 business days regarding the application.
- I) Applicants only need to apply for the subsidy once a year and if approved their name will be placed on a confidential list, enabling them to register for programs without having to reapply each time.
- J) If approved, the applicant will be eligible to register for the following number of programs/workshops per year:
- A maximum of 5 weeks for summer camps
  - A maximum of 2 sessions of aquatic lessons
  - A maximum of 1 session of skating lessons
  - A maximum of 1 program/workshop per session for all other programs
- K) The balance of the registration fee has to be paid at least 10 days before the program/workshop begins.
- L) The program/workshop must have the minimum required number of paying participants enrolled in order to accept subsidized spots in each program.
- M) This policy will be reviewed on a regular basis to ensure needs of the community are addressed effectively as the City's population and composition continues to change.
- N) Staff will report to Council annually on the usage and success of the Program.